



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.1.3	Subject: ORGANIZATION AND RESPONSIBILITY
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 3 and Attachment
Section 1: General Administration	Effective Date: May 1, 1996
Signature: /s/ Mike Ferriter, Director	Revision Dates: 12/20/01; 01/18/06; 07/18/06

I. POLICY

The Department of Corrections will maintain a current organizational chart that accurately reflects the Department organizational structure and responsibilities.

II. APPLICABILITY

All Department divisions, facilities, and programs.

III. REFERENCES

- A. 53-1-203; 53-30-101; *Montana Code Annotated*
- B. 4-4011; *ACA Standards for Adult Correctional Institutions, 4th Edition*; 3-JTS-1A-15, *ACA Standards for Juvenile Correctional Facilities*
- C. *DOC Policy 1.1.1, Purpose, Mission, and Management Philosophy*

IV. DEFINITIONS

None.

V. DEPARTMENT DIRECTIVES

A. Department Organization

To accomplish its mission, the Department consists of the Director's Office, five divisions, two adult secure facilities, and one industries program.

1. Director's Office

The Director's Office includes the Legal Services Bureau, Investigation and Compliance Monitoring Bureau, Communications Director, and Victim Information Specialist.

2. Human Resources Division

The Human Resources Division consists of the Human Resources Bureau, Training and Staff Development Bureau, Policy Unit, and American Indian Liaison services.

3. Health, Planning, and Information Services Division

The Health, Planning, and Information Services Division includes three bureaus: Health Services, Information and Business Technology, and Planning Management.

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4. Administrative & Financial Services Division

The Administrative & Financial Services Division includes the Contracts & Facility Management Bureau, Accounting Bureau, Budget and Program Planning Bureau, and Grants Manager.

5. Adult Community Corrections Division (ACCD)

The Adult Community Corrections Division is responsible for the supervision, care, and treatment of adult offenders in the community, including adult probation and parole; intensive supervision; institutional probation and parole; prerelease facilities; interstate compact; Treasure State Correctional Training Center (TSCTC); Missoula Assessment and Sanction Center (MASC); Billings Assessment and Sanction Center (BASC); Warm Springs Addictions and Change Programs (WATCH West & East; Sanction, Treatment, Assessment, Revocation, and Transition Center (START); two residential methamphetamine treatment facilities, and a division training officer.

6. Youth Services (YSD)

The Youth Services Division is responsible for the care, custody, and treatment of youthful offenders, including Riverside and Pine Hills Youth Correctional Facilities, Youth Transition Centers, Youth Placement, Juvenile Parole, Detention Licensing, Interstate Compact, and financial and program services.

7. Montana Women's Prison (MWP)

The Montana Women's Prison is responsible for the care, custody, and treatment of adult female offenders, including classification, health care services, and the Intensive Challenge Program.

8. Montana State Prison (MSP)

Montana State Prison is responsible for the care, custody, and treatment of adult male offenders including classification, health care services, and the private and regional facilities contracted to the Department of Corrections.

9. Montana Correctional Enterprises (MCE)

Montana Correctional Enterprises' programs include agriculture, industries (manufacturing and service), vocational education, and corresponding support services. MCE programs are designed to develop adult offender work ethics and job skills through formal education and on-the-job training in realistic work environments.

VI. CLOSING

Questions concerning this policy should be directed to Department director.

VII. ATTACHMENT

Department of Corrections Organizational Chart - 2006

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2006
Organizational Chart**